



To whom it may concern,

Please accept this letter as an appeal of the administrative citations and a plea for understanding. I will attempt to be as brief as possible but the situation is complicated.

The previous owner of 10885 Osage, "Cheryl" found herself in a very undesirable predicament. With substantially less household income after a recent divorce, she needed a couple of roommates to help with expenses. This was all supposed to be temporary.

After months of threats and altercations with her ex, some of which are documented at the Coon Rapids police department, she figured that distance was a safer barrier than a restraining order. She decided to leave town. Without enough equity in the home to put it up for sale (\$10,000-\$15,000 upside down) she was forced to keep it.

Her original plan was to come back after the dust from the divorce settled and everyone had moved on. She could then deal with the house in a safer setting. She asked if I would keep an eye on the place while she was gone. I agreed.

I later found out that it was supposed to have a rental license. She didn't have the \$500 conversion fee and the inspections would undoubtedly require repairs which were also not in the budget. Attending the mandatory Crime Free Rental class was also not feasible as she is many states away. She figured if she was planning on coming back to her home anyway this would be all wasted time and money.

She was presented with an opportunity to start a new business and decided to stay. This meant somehow the property must be licensed as legitimate rental.

In the meantime there were citations being issued without her or my knowledge. The only citation/notice that I ever heard of was when one of the residents said a citation was delivered. She thought it was for parking her boat on the road. I heard nothing more and assumed she took care of it. Some of the citations were returned undeliverable. The first administrative citation that I or Cheryl new about was the latest one for \$2400, this prompted an immediate response. This explains the many calls I made to the housing inspector Matt Small and to the neighborhood coordinator Kristin DeGrande.

Cheryl has subsequently decided to sell the house to me. I am currently in the process of bringing the house up to code and acquiring a rental license.

I know I shoulder some of the responsibility as does Cheryl. Our intent was not to deceive but to create a safer environment for her to once again reside in her own house. She can now get on with her life and I am happy to work with the city to comply with all the regulations regarding rental properties.

I am the new owner of record and have assumed all of the assessments pending and attached to the property. I ask that you reconsider, if not all, at least some of the assessments so those funds can be used to get this house into compliance as soon as possible.

Thanks for your consideration,
Charles A. Dodge

12340 RADISSON RD
BLAINE MN 55449



Welcome to the Web site of

Anoka County
 Minnesota

Property Details

Summary

General Information

Property ID	22-31-24-21-0057
Tax Year	2015
Situs Address	10885 OSAGE ST NW , COON RAPIDS, MN 55433-0000
Property Description	LOT 2 BLOCK 1 ANGIE ADDITION
Linked Property Group Position	
Status	Active
Abstract/Torrens	All Torrens

Property Classification

Tax Year	Classification	
2016	4BB1-Residential Non-Homestead single unit	
2015	1A-Residential Homestead	

Property Characteristics

Lot Size	N48*163*196*221*148
Year Built	1952

* Lot Size: Approximate lot size in feet, clockwise beginning with the direction the lot faces

Tax District Information

City Name	COON RAPIDS
School District Number and Name	ANOKA-HENNEPIN SCHOOL DISTRICT #11
Watershed	COON CREEK WATERSHED

Developed by Manatron, Inc.
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 Version 1.0.5316.24372



Property Report

Report Date: 8/28/2015

PIN: 223124210057

OPEN

PROPERTY ADDRESS: 10885 OSAGE ST

Work Order #59479

Rental Complaint

Task Name	Projected Start	Actual Start	Assigned To	COMMENTS
INFORMATION		12/16/14	SMALL, MATT	Unlicensed rental complaint referral from code enforcement.
INFORMATION		12/16/14	MITLYNG, ADAM	Amanda Norlin 651-? says she is one of four tenants and the owner lives out of state, would not give owners contact info, asked her to tell owner she needs to contact city for license, pop citation prompted communication
CITATION ISSUED		12/17/14	SMALL, MATT	\$300 citation issued for unlicensed rental to owner Cheryl L Upton.
INFORMATION		12/19/14	SMALL, MATT	Citation returned back as undeliverable - documents attached.
CITATION REINSPECT	1/26/15	2/2/15	SMALL, MATT	No communication from owner as of 2.2.15
ASSESSMENT		2/2/15	SMALL, MATT	\$300 Citation assessed.
CITATION ISSUED		2/2/15	SMALL, MATT	\$600 Citation issued to owner Cheryl L Upton for unlicensed rental.
CITATION REINSPECT	2/17/15	3/25/15	SMALL, MATT	No communication from owner as of 3.25.15 Site inspection on 3.25.15 revealed that home is still occupied.
INFORMATION		2/2/15	SMALL, MATT	Notice returned as undeliverable - document attached.
ASSESSMENT		3/25/15	SMALL, MATT	\$600 Citation assessed.
CITATION ISSUED		3/25/15	SMALL, MATT	\$1200 Citation issued to owner Cheryl L Upton for unlicensed rental.
CITATION REINSPECT	4/10/15	5/7/15	SMALL, MATT	No communication from owner as of 5.7.15 Site inspection revealed that home is still occupied.
INFORMATION		4/1/15	SMALL, MATT	Citation letter returned as undeliverable - attached.
ASSESSMENT		5/7/15	SMALL, MATT	\$1200 Citation sent to Assessing Department.
CITATION ISSUED		5/7/15	SMALL, MATT	\$2400 Citation issued to owner Cheryl L Upton for unlicensed rental.
CITATION REINSPECT	5/22/15	7/7/15	SMALL, MATT	Inspection revealed that home is still occupied. No communication from owner as of 7.7.15
INFORMATION		5/11/15	SMALL, MATT	Citation returned as undeliverable - attached.
ASSESSMENT		7/10/15	SMALL, MATT	\$2400 Citation sent to Assessing Department.
CITATION ISSUED		7/10/15	SMALL, MATT	\$2400 Citation issued to owner for unlicensed rental.
CITATION REINSPECT	7/27/15	7/21/15	SMALL, MATT	Received appeal and time extension request form on 7.23.15. 30 day extension granted.
INFORMATION				Phone discussion with friend of owner regarding unlicensed rental citations. Individual has received recent citation and forwarded to owner. Advised person to have owner contact staff as she is responsible for the property.
COMMUNICATE W OWNER	7/22/15	7/22/15	DEGRANDE, KRISTIN	Chuck (friend of owner) 763- called to ask questions about appeal process. He will buy the property on a contract for deed and apply for rental license.
TIME EXTENSION		7/23/15	SMALL, MATT	30 day extension granted per owner's submitted request - attached.

PROPERTY ADDRESS: 10885 OSAGE ST

PIN: 223124210057

COMMUNICATE W OWNEF 8/3/15 8/3/15 DEGRANDE, KRISTIN Several other phone conversations with friend Chuck about appealing pending special assessments. Verified with Dave B/Legal that we would accept written appeal from owner or Chuck who will be buying on a contract for deed.

INFORMATION 8/20/15 SMALL, MATT City staff contacted Anoka Cty Tax Records and confirmed that City has received no documentation of property sale and transfer of ownership. No rental license application received as of 8.20.15

COMMUNICATE W OWNEF 8/21/15 8/21/15 DEGRANDE, KRISTIN I called new owner Chuck. He had attempted to file the contract for deed earlier this month but did not have all needed paperwork, so he is working on that. I also explained the compliance date is coming up to submit rental license. Needs to do asap.

~ ADMINISTRATIVE CITATION INFORMATION ~ If blank, no Administrative Citation was issued on this work order.

City Code	Inspection Date	Fine	Inspected By	Compliance Date & Instructions	Citation Issued To
Citation # 24872					
12-903(1) Rental Dwelling License Required.	12/16/14 1/23/15 compliance date	300	SMALL, MATT	Submit a rental license application and pay the appropriate fee to obtain a rental license.	CHERYL L UPTON ISSUE DATE: 12-17-2014 10885 OSAGE ST COON RAPIDS, MN 55433
Citation # 24952					
12-903(1) Rental Dwelling License Required.	2/2/15 2/16/15 compliance date	600	SMALL, MATT	Submit a rental license application and pay the appropriate fee to obtain a rental license.	CHERYL L UPTON ISSUE DATE: 2-2-2015 10885 OSAGE ST COON RAPIDS, MN 55433
Citation # 25074					
12-903(1) Rental Dwelling License Required.	3/25/15 4/9/15 compliance date	1200	SMALL, MATT	Submit a rental license application and pay the appropriate fee to obtain a rental license.	CHERYL L UPTON ISSUE DATE: 3-25-2015 10885 OSAGE ST NW COON RAPIDS, MN 55433
Citation # 25176					
12-903(1) Rental Dwelling License Required.	5/7/15 5/21/15 compliance date	2400	SMALL, MATT	Submit a rental license application and pay the appropriate fee to obtain a rental license.	CHERYL L UPTON ISSUE DATE: 5-7-2015 10885 OSAGE ST NW COON RAPIDS, MN 55433
Citation # 25508					
12-903(1) Rental Dwelling License Required.	7/7/15 7/24/15 compliance date	2400	SMALL, MATT	Submit a rental license application and pay the appropriate fee to obtain a rental license.	CHERYL LEE UPTON ISSUE DATE: 7-10-2015 10885 OSAGE ST NW COON RAPIDS, MN 55433

Files attached to this work order:
 \WorkOrder\59479\2014 Undeliverable Mail.pdf

PROPERTY ADDRESS: 10885 OSAGE ST

PIN: 223124210057

\\WorkOrder\59479\Undeliverable Citation.pdf
\\WorkOrder\59479\10885 Osage Undeliverable Ltr.pdf
\\WorkOrder\59479\2015 Time Extension and Appeal Request.pdf
\\WorkOrder\59479\2015 Undeliverable Ltr.pdf

End of Report for 10885 OSAGE ST



ADMINISTRATIVE CITATION

Citation # 59479-24872

Violation Notice

CHERYL L UPTON
10885 OSAGE ST
COON RAPIDS, MN 55433

ISSUE DATE: 12-17-2014

Property Address: **10885 OSAGE ST**
COON RAPIDS, MN

PIN: 223124210057

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 12/16/14 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
01/23/2015	Submit a rental license application and pay the appropriate fee to obtain a rental license.	12-903(1) Rental Dwelling License Required. -- No person shall occupy a rental unit prior to obtaining a rental license.	\$300

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

You can view the full City Code online at www.coonrapidsmn.gov/citycode or you can obtain the City Code Section(s) at Coon Rapids City Hall at 11155 Robinson Dr NW, Coon Rapids, MN 55433.

Continued on next page

10885 OSAGE ST
CITATION # 59479-24872
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Matt Small
Housing Inspector
763-767-6575

cc:



RENTAL

MINNEAPOLIS
NN 554
17 DEC '14
PM 41

0.48⁰
JS POSTAGE
FIRST-CLASS
I71V00941698
I5433
00001400

UPTON 533 N7E 009914I0012/17/14
RETURN TO SENDER
MOVED LEFT NO ADDRESS
UNABLE TO FORWARD
RETURN TO SENDER
BC: 55433376155 *2478-02192-17-38

55433376155



SECOND VIOLATION ADMINISTRATIVE CITATION

Citation # 59479-24952

Violation Notice

CHERYL L UPTON
10885 OSAGE ST
COON RAPIDS, MN 55433

ISSUE DATE: 2-2-2015

Property Address: **10885 OSAGE ST**
COON RAPIDS, MN

PIN: 223124210057

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 2/2/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
02/16/2015	Submit a rental license application and pay the appropriate fee to obtain a rental license.	12-903(1) Rental Dwelling License Required. -- No person shall occupy a rental unit prior to obtaining a rental license.	\$600

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

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Continued on next page

10885 OSAGE ST
CITATION # 59479-24952
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Matt Small
Housing Inspector
763-767-6575

cc:

2/12/15



11155 Robinson Drive
Coon Rapids MN 55433-3761

COON RAPIDS
Minnesota

RENTAL

4:00 PM
MINNEAPOLIS
MN 554
02 FEB '15
PM 7 L

\$0.48⁰
US POSTAGE
FIRST-CLASS

071V00941698
55433
000001581



OPEN IMMEDIATELY

CHERYL L UPTON
10885 OSAGE ST
COON RAPIDS, MN 55433

ISSUE DATE: 2-

5543341366561

UPTON MOVED LEFT NO ADDRESS
RETURN TO SENDER

UNABLE TO FORWARD
RETURN TO SENDER

BC: 55433376155 *2778-06997-02-38



THIRD VIOLATION ADMINISTRATIVE CITATION

Citation # 59479-25074

Violation Notice

CHERYL L UPTON
10885 OSAGE ST NW
COON RAPIDS, MN 55433

ISSUE DATE: 3-25-2015

Property Address: **10885 OSAGE ST**
COON RAPIDS, MN

PIN: 223124210057

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 3/25/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
04/09/2015	Submit a rental license application and pay the appropriate fee to obtain a rental license.	12-903(1) Rental Dwelling License Required. -- No person shall occupy a rental unit prior to obtaining a rental license.	\$1200

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

Refer to the attached/enclosed Administrative Citation Program brochure for the Notice of Appeal form, including instructions for requesting a time extension, and additional information.

If a second or subsequent Citation is issued within 180 days of the same or similar violation, the penalty will double. If you correct the conditions leading to the subsequent Citation prior to the Compliance Date, one half of the penalty will be waived. In addition to any penalties, you may also be subject to Excessive Consumption of Services fees as allowed by City Code Section 12-317 and/or abatement costs.

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Continued on next page

10885 OSAGE ST
CITATION # 59479-25074
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Matt Small
Housing Inspector
763-767-6575

cc:



RENTAL

OPEN IMMEDIATELY
CHERYL L UPTON
10885 OSAGE ST NW
COON RAPIDS, MN 55433

ISSUE DATE: 3-25-2015

Property Address: 10885 OSAGE ST

55433-3761

* 553 N0C 100991412203/26/15
RETURN TO SENDER

UPTON MOVED LEFT NO ADDRESS
UNABLE TO FORWARD
RETURN TO SENDER

BC: 55433376155 *2778-05209-25-34



FOURTH VIOLATION ADMINISTRATIVE CITATION

Citation # 59479-25176

Violation Notice

CHERYL L UPTON
10885 OSAGE ST NW
COON RAPIDS, MN 55433

ISSUE DATE: 5-7-2015

Property Address: **10885 OSAGE ST**
COON RAPIDS, MN

PIN: 223124210057

This is an Administrative Citation issued under Coon Rapids City Code Chapter 2-1100. On 5/7/15 the following violation(s) of Coon Rapids City Code was found at the above property address:

<u>Compliance Date</u>	<u>Violation & Corrective Action</u>	<u>Code Section & Summary</u>	<u>Penalty</u>
05/21/2015	Submit a rental license application and pay the appropriate fee to obtain a rental license.	12-903(1) Rental Dwelling License Required. -- No person shall occupy a rental unit prior to obtaining a rental license.	\$2400

To avoid the above penalty/penalties, you **must** do one of the following:

1. Correct the violation(s) **on or before** the Compliance Date noted above. To be sure all issues are resolved, you may arrange for a City inspection **before** the Compliance Date noted above.
2. Contact the inspector below to arrange a time extension for compliance. You must sign a time extension agreement **on or before** the Compliance Date noted above.
3. Appeal the inspector's decision **on or before** the Compliance Date.

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10885 OSAGE ST
CITATION # 59479-25176
PAGE 2

Please note that if your property is not brought into compliance by the Compliance Date listed above, the City may enter your property to abate the violation (correct the conditions leading to the violation). If the city abates the violation, all costs of the abatement, along with any unpaid penalty, will be charged to your property taxes in a form of a Special Assessment.

Inspectors are often not in the office. If you would like to speak with, or schedule an appointment with, the inspector regarding this citation, please call the number below.

Matt Small
Housing Inspector
763-767-6575

cc:

5-7-15



11155 Robinson Drive
Coon Rapids MN 55433-3761

COON
RAPIDS
Minnesota

RENTAL

OPEN IMMEDIATELY

CHERYL L UPTON
10885 OSAGE ST NW
COON RAPIDS, MN 55433

ISSUE DATE: 5-7-2015

Property Address:

10885 OSAGE ST

830

55433-3761

MINNEAPOLIS MN 553
07 MAY 2015 PM 4 L



UPTON 553 N7E 1009914I0005/07/15
RETURN TO SENDER

MOVED LEFT NO ADDRESS

UNABLE TO FORWARD

RETURN TO SENDER

BC: 55433376155

*2478-03939-07-35

NOTICE OF APPEAL

PLEASE PRINT

Fill out this form and submit it to City Hall on or before the Compliance Date if you wish to request a time extension or appeal the Citation.

Administrative Citation Number: 59479-2550

Property Address: 10885 Dsage St NW
Corn Rapids, MN 55433

Person(s) Responsible for Violation:

Cheryl Upton
Responsible Party's Relationship to the Property

☒ Owner

☐ Other (specify): _____

I am appealing the Citation because:

I am selling the house
next week, the new
owner will take care of
all rental issues.

Attach additional pages if needed.

☒ I hereby waive further right to appeal this Citation and ask for a time extension of 30 days. Attached is a written plan of the action I will take to achieve compliance within this extended time period.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: [Signature]

Print Name: Cheryl Upton

Phone Number: _____

Date: 7/22/15

Mailing Address: _____

_____, SC _____

For ADCAP Staff only:

Notice rec'd date: 7-23-15 Initials H.B.S.
